



U.S. Department of Justice  
Federal Bureau of Prisons  
*Metropolitan Detention Center*

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80 29<sup>th</sup> Street  
Brooklyn, New York 11232

## LEGAL NOTICE

- Legal visiting at MDC Brooklyn resumed on Tuesday, February 16, 2021.
- Legal visits are on a **walk-in basis Monday-Friday** during the hours of **8:00 AM – 7:30 PM** and **Saturday/Sunday/Federal Holidays** during the hours of **8:00 AM – 3:30 PM**.
- If all private rooms are being utilized, you may utilize the social visiting area of the visiting room.

### **MDC Brooklyn Guidelines for In Person Legal Visits**

- Legal visitors may enter the institution at any point during the visiting hours of operation.
- **ATTORNEYS:**
  - If you have New York State Secure Pass ID, please provide that to the Front Lobby staff upon entry.
  - If you have New York State Federal Defender ID, please provide that to the Front Lobby staff upon entry.
  - If you do not own either of the aforementioned, please ensure at least 24 hours prior to your visit that you email: [BRO-LegalVisit-S@bop.gov](mailto:BRO-LegalVisit-S@bop.gov).
    - Be sure to include:
      - State you are barred in
      - Attorney Registration
- **NON-Attorney Visitors (Special Legal Visits):**
  - All non-attorney visitors include:
    - paralegals, legal assistants, private investigators, interpreters, mediation specialist, doctors, etc.
  - Ensure you have fully completed an NCIC. This form may be mailed to the institution to the attention of the legal department with a *wet* signature or dropped off to the institution *in-person*.
    - This background screen may take 10-14 days to complete.
    - If you would like to inquire about your approval status, please email: [BRO-LegalVisit-S@bop.gov](mailto:BRO-LegalVisit-S@bop.gov).
- All CO-Defendant and special legal visits will need to be scheduled.

- Please provide the following information:
  - Email: BRO-LegalVisit-S@bop.gov
    - Subject: 2021-04-20      Doe, John 12345-678      @ 10:00 AM
    - Body of Email:
      - State if you have a NY State Secure Pass. If not, provide the state you are admitted in and the bar number for verification.
      - Any equipment you will be utilizing
    - Attachments:
      - Lap Top Request Form
      - Support Staff Letter
      - Any other documents if needed.
      - For Co-D meetings: the first page of the indictment reflecting the inmates' names.
- Please include in your email whether you possess a New York State Secure Pass or Federal Defender ID. If you do not possess either identification card, please advise what state you are licensed to practice in, and if applicable, your bar ID number.

### Days / Hours for Visiting

#### Monday through Friday (Excluding Federal Holidays):

- 8:00 AM to 3:00 PM\*

(\*If you arrive at approximately 3:00 PM, it is unlikely your client will be brought down until after the count has cleared)

#### After the 4:00 PM count hours:

- 5:00 PM to 7:30 PM

#### Saturday/Sunday/Federal Holidays

- 8:00 AM to 9:00 AM\*

(\*You may stay through the count with your inmate or you may leave at 9:00 AM and return after the count clears)

- 11:00 AM to 3:30 PM